

Personnel Department

San Luis Obispo County



MINUTES OF REGULAR MEETING OF THE CIVIL SERVICE COMMISSION WEDNESDAY DECEMBER 19, 2001, 9:00 A.M.

Personnel Conference Room
County Government Center
San Luis Obispo, California

Present: Commissioners John Burnham, Cyrus Hays and Terry O'Farrell, Jeannie Nix and President Bergman.

Staff present: Dale T. Hanson, Commission Secretary; Mary York, Interim Recording Secretary.

Counsel: Warren Jensen.

1. CALL TO ORDER

President Robert Bergman called the meeting to order at 9:00 a.m., and led the flag salute.

2. PUBLIC COMMENT PERIOD

President Bergman addressed the public/audience for anyone wishing to address the Commission during Public Comment Period.

There being no comments, President Bergman closed the Public Comment period.

3. MINUTES

October 24, 2001 & November 21, 2001

IT WAS MOVED by Commissioner Nix and seconded by Commissioner Burnham and carried to approve the minutes for October 24, 2001.

IT WAS MOVED by Commissioner Hays and seconded by Commissioner Burnham and carried to approve the minutes for November 21, 2001.

4. MONTHLY REPORT

November 2001

IT WAS MOVED by Commissioner Burnham and seconded by Commissioner Hays and carried to approve the Monthly Report for November, 2001.

Personnel Department

San Luis Obispo County

5. CREATE CLASSIFICATIONS/NEW SPECIFICATIONS

A. Building Maintenance Superintendent.

Dori Duke – Personnel Analyst commented on this specification and introduced Duane Leib, Director General Services and Building Facilities Manager, Bob Botta to answer any questions.

Commissioner Nix commented on the combining of two positions and felt this was a positive move.

Duane Leib – Director of General Services answered questions regarding this specification.

IT WAS MOVED by Commissioner O’Farrell and seconded by Commissioner Nix and carried to approve this specification.

6. REVISED SPECIFICATIONS:

A. Drug & Alcohol Worker Aide, I & II.

Rick Bull – Personnel Analyst commented on this specification and stated that some new language had been added with one revision.

Mary Ellen Maldonado – SLOCEA commented on some concerns that SLOCEA had with some of the wording.

Rick Bull referred to the wording and stated that they could change this to encompasses all aspects of their health related testing.

There was further comment on the wording and difference between drug related testing and health testing.

Mary Ellen Maldonado further commented on “transportation” stating that transportation may be other than to and from the programs themselves.

Rick Bull stated that this wording could be changed also.

IT WAS MOVED by Commissioner Burnham and seconded by Commissioner Hays carried to approve this specification as amended.

7. DELETED SPECIFICATIONS

None

8. Non-Competitive Examinations – Rule 7.06.

Tony Krause – Personnel Analyst addressed this item. He offered to answer any questions and introduced a representative from Probation and from Public Works.

There was lengthy discussion on this item.

IT WAS MOVED by Commissioner O’Farrell and seconded by Commissioner Burnham and carried to approve the item on Rule 7.06.

9. FUTURE AGENDAS:

These minutes reflect official actions of the Civil Service Commission. A taped record of the Civil Service Meetings are generally available for inspection.

Personnel Department

San Luis Obispo County

CSC MEETING DATES FOR 2002.

IT WAS MOVED by Commissioner Nix and seconded by Commissioner Burnham and carried to approve the meeting dates for 2002.

9. TIME RESERVED FOR COMMISSION PRESIDENT

President Bergman made comments regarding Rule 4 and the choice of an appellant to testify. He referred to Counsel who had stated that this is the only County where he has seen this rule. President Bergman requested that this be brought to another meeting for discussion.

Secretary Hanson stated that he is in the process of “cleaning up” the confusion between Rule 4 and Rule 14.

10. TIME RESERVED FOR COMMISSION ATTORNEY

Nothing to report

11. TIME RESERVED FOR COMMISSION SECRETARY

Secretary Hanson referred to an e-mail received from the CAO regarding a “trap” in one of our job descriptions for Accounting Clerk vs. Sr. Account Clerk. He stated that this will be brought before the Commission with the corrections.

13. HEARING: APPEAL OF DENIAL OF REQUEST FOR VOLUNTARY REDUCTION BY A PUBLIC EMPLOYEE G01-24 SHARI ROBERTSON – DEPARTMENT OF SOCIAL SERVICES

President Bergman opened the hearing and accepted into the record the Grievance/Appeal form as written and dated June 12, 2001, the Issues and Stipulations.

Dean Rollins – SLOCEA presented his arguments for this hearing.

Rick Bull – Personnel Department Representative presented his arguments for this hearing.

Lee Collins – Director of DSS presented his arguments for this hearing.

Dean Rollins – SLOCEA made his closing arguments.

Rick Bull – Personnel Department Representative made his closing arguments.

President Bergman requested closed session with legal counsel to consider the hearing and stated that there would be no representation from the Personnel Department for this closed session.

12. Adjournment:

There being no further business, the regular meeting was adjourned.